

**JOB TITLE:** FIRE PREVENTION CAPTAIN

**DEPARTMENT:** FIRE PREVENTION DIVISION

**SUPERVISOR:** FIRE MARSHAL

**DATE APPROVED:** 01/01/2008

**NATURE OF WORK**

This position is responsible for performing fire prevention activities including fire inspections, enforcement of fire codes and city ordinances pertaining to fire protection, the delivery of fire and life safety education programs, and fire investigations. The work includes education of building owners/occupants and other stakeholders to gain fire and life safety code compliance to ensure public safety and provide fire and life safety education to organizations and groups within the City of Springdale. Additionally this position may be responsible to review building construction plans, fire alarm plans, fire suppression system plans, and other fire and emergency safety plans as directed. This position assists the Fire Marshal with major fire investigations as directed. This position maintains the authorities to commit department resources when necessary. The incumbent works under the direct supervision of the Fire Marshal. The incumbent also works under the general supervision of the shift commander as directed.

**PRE-QUALIFICATIONS FOR APPOINTMENT**

- Must be a current employee of the fire department with a minimum of five years of experience.
- Must have attained certification as a Firefighter I & II, Officer I, Inspector I, and Instructor I.
- Must possess a valid Driver's license without record of suspension or revocation.
- Must pass a Civil Service examination.
- Must pass the department physical agility examination.
- Must pass a required physical examination.
- Must have no felony convictions.
- Must possess ability to work with computer word processors, spreadsheets, databases, presentation programs and other electronic mediums.

**ESSENTIAL JOB FUNCTIONS**

- Schedules and conducts routine and special fire & life safety inspections of various occupancies including but not limited to target hazards, public assemblies, businesses, industrial, and institutional locations to ensure compliance with applicable codes, laws, and standards.
- Conducts, supervises, and documents regularly scheduled fire and emergency evacuation drills in identified occupancies.
- Conducts special inspections as necessary for the issuance of licenses.
- Performs onsite evaluations of building and other development projects to identify fire and or life safety concerns.
- Authorizes permits to be issued for special open burning activities.
- Performs plan review of various projects to ensure compliance with applicable codes and

laws.

- Works with juvenile intervention programs and educates juveniles with fire setting behavior.
- Delivers fire and life safety education programs to various members of the community.
- Attends specialized training activities outside of the fire department to enhance and develop new skills relative to this position.
- Investigates fires to reach an origin, cause, and circumstances of determination.
- Assists Law Enforcement authorities with investigations related to fires.
- Identifies fire incident trends and prepares reports describing these trends.
- Performs various clerical functions including typing, computer entry and communicating to the public.
- May respond to emergency operations as directed to function as a Fire Investigator, Safety Officer, Staging Officer, or may be assigned other emergency response duties, i.e.: Company Officer, EMT/Paramedic, etc. as directed when necessary.
- Participates in training activities to maintain fire suppression skills and EMS skills.
- May be required to perform “line” duties at the shift level as needed.
- May represent the Fire Marshal at meetings with various boards, commissions, councils, and other city and or state officials.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

#### REQUIREMENTS OF WORK

Requirements include considerable experience in fire, haz-mat, rescue, and ems operations. Also required is knowledge of fire prevention practices and experience working with automatic fire suppression systems which may be supplemented by additional technical training to provide the following skills, knowledge and abilities as needed.

- Working knowledge of and ability to apply nationally recognized fire inspection practices and procedures.
- Ability to communicate effectively verbally and in writing with diverse groups within the city and community.
- Ability to interact effectively and positively with citizens, community leaders, city administration personnel, department supervisors and subordinates at all levels.
- Knowledge of and ability to apply nationally accepted instructional methodologies
- Ability and skills necessary to operate computer software and develop advanced reports and documents.
- Ability to read, comprehend, and apply complex technical data as related to fire prevention and education, and enhancement of life safety issues.
- Thorough knowledge of life safety hazards and ability to formulate life safety plans.
- Thorough knowledge of fire hazard characteristics and causes and ability to formulate hazard abatement plans.
- Thorough working knowledge of fire chemistry, building construction, fire and building codes, inspection principles and practices, emergency operations, ems care and operations, and the ability to apply this knowledge to specific situations.
- Thorough knowledge and skill in applying sound firefighting and all other emergency techniques and procedures utilized by the Springdale Fire Department or other nationally recognized good practice.

- Knowledge of supervisory techniques and processes in both emergency and non-emergency environments.
- Thorough knowledge of all policies, procedures, rules and regulations, of the City, Civil Service Commission, and Fire Department.
- Thorough knowledge of the Incident Command System and the ability to apply it in emergency events.
- Thorough knowledge of the uses and operations of fire fighting, ems, rescue, haz-mat, and other emergency equipment and tools used by the department.
- Thorough knowledge of apparatus and equipment operations including placement and utilization of apparatus at emergency scenes and utilization of personnel safely and effectively during emergency incidents.
- Knowledge of all forms and reports required to be completed by department personnel.
- Knowledge of city streets, numbering systems, and response boundaries of the department.
- Ability to maintain Arkansas state EMT certification.
- Ability to maintain public education and juvenile intervention certifications as required by the department and/or state.
- Ability to maintain personal physical fitness consistent with department standards.